

Student Information Manager

Person Specification

Attributes	Essential	Desirable
Qualifications	Degree or equivalent level of qualification or experience in Administration/Information or Data Science	
Experience	<p>Experience in a similar role</p> <p>Experience in leading a customer service focused department.</p> <p>Significant experience in an information systems/management reporting role</p> <p>Extracting, analysing and presenting information from complex datasets using industry standard software for definition, control and manipulation of data.</p> <p>Experience in collating and recording information onto a database</p>	<p>Experience with FE Sector, in particular the SITS: Vision or Unit-e application</p> <p>Experience with Power BI or similar ad-hoc reporting tool</p> <p>Experience of delivering training and applications support</p>
Skills/Knowledge	<p>A systematic, disciplined and analytical approach to problem-solving skills</p> <p>Confident IT skills in a range of software packages to store, manipulate and present data</p>	<p>Knowledge and understanding of the College enrolment and assessment related procedures and processes and how this relates to the College external reporting requirements</p> <p>Knowledge and understanding of the</p>

	<p>Ability to work autonomously to meet service standards, targets and deadlines</p> <p>Proactive and self-motivated, and able to work on own initiative with the ability to prioritise and manage competing priorities</p> <p>Ability to build and maintain effective internal and external working relationships at all levels</p> <p>Knowledge of techniques used for data collection, ensuring data quality, and managing datasets in line with department and college key objectives</p> <p>Commitment to service improvement and understanding of impact of role on organisational effectiveness</p> <p>Ability to understand data, undertake analysis and present findings clearly and coherently for the benefit of specialists and a general audience</p> <p>Experience of using and developing systems and processes</p>	College structure, functions and academic programmes
Other	<p>Ability to work under pressure and identify, set and deliver deadlines</p> <p>Ability to work without close supervision in a highly dynamic team</p>	

	<p>Have a strong commitment to working co-operatively with colleagues; valuing the contribution of others and sharing knowledge and expertise</p> <p>Good customer care skills</p> <p>Ability to plan and organise workload efficiently</p>	
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